

## Reminder Letter for Past Due Account

**This package contains:**

1. Instructions & Checklist for Reminder Letter Regarding a Past Due Account
2. Reminder Letter for Past Due Account

## Instructions & Checklist for Past Due Account Reminder Letter

- This package contains (1) Instructions & Checklist for a Reminder of a Past Due Account; and (2) Past Due Account Reminder Letter;
- This form is designed to assist you in drafting a letter of reminder for an account that is past due.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Ref: [Account/Invoice Number]

Dear [Name of Recipient]:

Thank you for doing business with us. We appreciate having the opportunity to serve you.

However, in reviewing your account details, it has come to my attention that your payment is overdue. Your current balance of [Amount Due] was due on [Due Date].

I am sure that this is simply an oversight, and if your payment has already been mailed, please disregard this notice. Otherwise, for your convenience, I have included a duplicate copy of your invoice. Please remit your payment as soon as possible.

In the meantime, I thank you again for being a valued customer. If you have any questions or concerns regarding this matter, please do not hesitate to contact us.

Sincerely,

[Your Name]  
[Title if any or delete if none]

Enclosure